



Invites Applications for:

BUSINESS MANAGER

Annual Salary

\$74,607-\$90,684

*(Includes 1.9% projected COLA increase
for 07/01/04)*

**939 Ellis Street
San Francisco, CA 94109
(415) 749-4980
www.baaqmd.gov**

An Equal Opportunity Employer

Business Manager

ABOUT BAAQMD

The Bay Area Air Quality Management District is a regional government agency. The District's jurisdiction encompasses all of seven counties – Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara, and portions of two other counties – southwestern Solano and southern Sonoma. The District's mission is to achieve clean air to protect the public's health and the environment.

THE POSITION

The Business Manager is responsible for planning, developing, implementing, organizing, and coordinating activities relating to public liability risk management, purchasing and contract management, loss prevention, disposal of surplus property, off-sight property management and leases, records management, acquisition of office supplies, shipping and receiving and other related business services. Supervises a staff of 6 employees. This position reports to the Director of Administrative Services.

Examples of duties:

- * Develops and implements goals, objectives, policies and procedures and work standards for business services programs.
- * Administers the District's property, liability, and auto insurance programs; evaluates and settles claims.
- * Investigates, reviews, evaluates and processes claims for property, vehicle, business, and general liability; recommends settlements according to established guidelines.
- * Oversees and prepares the more difficult and complex Requests for Quotations, Request for Proposals, and Public Notice Inviting Bids; recommends awards of contracts.
- * Prepares various contracts for insurance, equipment, maintenance, rentals and leases; negotiates contracts, leases, and agreements for services, real estate, and commodities including broker fees and policy terms and conditions.
- * Serves as the Custodian of Records.
- * Confers with the management and staff on questions of policy related to business services including questions regarding the administration of credit cards for field staff.
- * Plans, organizes, administers, reviews, and evaluates the activities of staff.

QUALIFICATIONS

- * Equivalent to graduation from a four (4) year college or university with major coursework in business or public administration or a closely related field. **AND**
- * Four (4) years of experience in developing and administering a variety of business services programs such as purchasing, risk management, and other general administration support programs, of which at least two (2) years were at a supervisory level.
- * **Note:** The education and experience requirements stated above are a typical way to meet the minimum qualifications for this position, however, other combinations of education and experience may be considered.

Other Requirement:

The incumbent must possess and maintain a valid California Driver's License and meet the District's automobile insurance requirements.

Knowledge of:

Administrative and managerial principles and practices, including goal setting and program and budget development and implementation; principles and practices of employee supervision, including selection, training, work evaluation, and discipline; principles and practices of public liability risk management, claims adjustment, and loss control; principles, practices, and methods of purchasing, property identification, inventory controls and standards, and contract negotiations; principles and procedures for establishing and administering competitive bid processes; applicable District, federal, state, and local laws, rules and regulations; basic accounting principles and practices, including principles and practices of billing and accounting for receivables.

Skill in:

Planning, assigning, supervising, reviewing, and evaluating the work of assigned staff; training others in work procedures; preparing, developing, and monitoring a budget; negotiating the terms and conditions of service and maintenance contracts, liability and property insurance coverage, and acquisition and sale of vehicles and supplies; evaluating and settling various types of liability claims; developing procedures for the acquisition of equipment, supplies, and services; interpreting laws, policies, procedures, regulations, specifications, and statistical data; exercising sound independent judgment within established guidelines; preparing clear, concise, and complete documents, reports, specifications and correspondence; using computer software applications, exercising independent judgment within general policy guidelines; establishing and maintaining cooperative and effective relationships with those contacted in the course of the work.

THE SELECTION PROCESS

Applications and responses to the supplemental application questions will be reviewed and screened based on the required qualifications of the position. Applicants with the most directly related experience will be invited to continue in the selection process. The District may administer a qualification appraisal interview, or use any other selection processes deemed appropriate. The hire date for this position is August 16, 2004.

HOW TO APPLY

Interested applicants, must submit a completed official BAAQMD application, supplemental application form, and responses to the supplemental application form to the District's Human Resources Office at 939 Ellis Street, 4th Floor, San Francisco, CA, 94109 by:

no later than 5:00 p.m. on June 28, 2004

For an application package, please go to our website at www.baaaqmd.gov or call the Human Resources Office at (415) 749-4980.

Resumes will be accepted but not in lieu of the required application materials. **Postmarks, faxes, and E-mails will not be accepted.**

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

MANAGEMENT BENEFITS

Comprehensive benefits package for management include:

- * District paid PERS contributions (2% at 55 formula)
- * District paid money purchase pension plan (401a)
- * District paid Medical, Dental, and Vision options
- * District paid Life Insurance
- * Paid annual and sick leave with annual leave buy back
- * 72 hrs of Floating Holiday and 40 hrs of Admin Leave per yr
- * 13 paid holidays